



## MEMORANDUM

**TO:** TAMC Technical Advisory Committee

**FROM:** Miranda Taylor, Planner

**SUBJECT:** 2021 Title VI Plan Development Process

**MEETING DATE:** March 4, 2021

### RECOMMENDATION:

Staff will provide TAC members with an overview of the 2021 Title VI Plan development process. TAC members are asked to provide feedback on the development of the Draft 2021 Title VI Plan.

### BACKGROUND:

Title VI is a Federal statute that mandates that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Federally required 2021 Title VI Plan is a comprehensive document that guides AMBAG in the Title VI process. AMBAG receives Federal funding through Caltrans and therefore is subject to this Federal requirement.

In 2012, the Federal Transit Administration set new guidelines for Caltrans requiring sub-recipients of Caltrans Planning Grants to submit a Title VI Plan to FTA every three years. AMBAG, as a sub-recipient of such funds and as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay Region, must prepare and adopt a Title VI Plan at least once every three years. The 2021 Title VI Plan will cover the three-year period from 2021-2024 and must comply with FTA Circular 4702.1B. The 2021 Title VI Plan emphasizes the AMBAG Title VI process and procedures, including the use of public outreach techniques and innovative strategies to specifically include Limited English Proficiency (LEP) Populations within the region.

### DISCUSSION:

The requirements for the 2021 Title VI Plan under FTA Circular 4702.1B incorporate environmental justice principles into plans, projects, and activities that receive funding from FTA. The following guiding environmental justice principles must be considered through “all public outreach and participation efforts conducted by the FTA, its grantees and sub-grantees”:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process, and to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

A Title VI Plan is the required guide for all Title VI related activities conducted by AMBAG. As such, this plan will contain the procedures, strategies and techniques that will be used by AMBAG for increasing public involvement in all programs and projects that use Federal funds and creating a more inclusive public participation process for LEP Populations.

Below are key dates for developing the 2021 Title VI Plan:

- **February – March 2021:** Present an overview of the 2021 Title VI Plan development process
- **April – May 2021:** Develop the Draft 2021 Title VI/LEP Plan
- **June 2021:** Present the Draft 2021 Title VI Plan to Technical Advisory Committees and to the AMBAG Board of Directors
- **June 10- July 9, 2021:** 30-Day Public Comment Period
- **July 2021:** Prepare the Final 2021 Title VI Plan
- **August 11, 2021:** AMBAG Board of Directors will be asked to adopt the Final 2021 Title VI Plan

#### **ATTACHMENTS:**

1. 2021 Title VI Plan Draft Outline
2. Appendix E: 2021 LEP Draft Outline

## **AMBAG 2021 Title VI Plan Draft Outline**

### **I. Introduction**

- A. Background
- B. Governing Legislation
- C. Regional Roles and Responsibilities

### **II. Demographic Profile-Mobility Needs Identified**

- A. Utilize U.S. Census Data to identify the total number and percentage of the population of every city and county by race within the AMBAG region

### **III. AMBAG Title VI Policy Statement**

### **IV. Title VI Responsibilities**

- A. MPO Responsibilities
- B. DOT Title VI Plan Checklist

### **V. Title VI Plan Timeline and Planning Process**

### **VI. Public Participation Plan**

### **Appendices**

Appendix A: Title VI Assurances

Appendix B: AMBAG Title VI Notice to the Public

Appendix C: AMBAG Title VI Complaint Procedures

Appendix D: AMBAG Title VI Complaint Form

**Appendix E: AMBAG 2021 LEP Plan (Please refer to Attachment 2 for Detailed LEP Draft Outline)**

Appendix F: Title VI Program Approval

### **Figures**

Figure 1-1: AMBAG Region Map

Figure 2-1: Demographic Mobility Needs Graph

Figure 2-2: Demographic Mobility Needs Graph: Hispanic/Latino Only

Figure 5-1: Title VI Plan Timeline

## **Appendix E: AMBAG 2021 LEP Draft Outline**

### **I. LEP Plan Overview**

### **II. Determination of Need**

#### **A. US DOT Four Factor Analysis of LEP Plan**

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.
2. The frequency with which LEP persons come into contact with the program.
3. The nature and importance of the program, activity, or service provided by the program to people's lives.
4. The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

### **III. LEP Outreach Strategies**

- A. Public notices and notifications (flyers, notifications and Title VI complaint procedures in accessible areas offered in multiple languages)

### **IV. Data Collection Methods**

- A. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

1. We will utilize ACS data for people who speak English "less than very well" (considered LEP persons) – LEP Households, 5 Year Estimates

- B. The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

1. Providing translation services in public meetings
2. Language Assistance Measures
3. Cost of future services to implement Title VI Plan

### **V. Findings and Recommendations**

### **Figures**

Figure 2-1: LEP Households Map: AMBAG Region

Figure 2-2: LEP Households Map: Santa Cruz County

Figure 2-3: LEP Households Map: San Benito County

Figure 2-4: LEP Households Map: Monterey County